

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 2, 2016
CC: All Departments



Town Administrator: This past week saw significant progress on the installation of the new compactors and site work at the transfer station. The change to single stream recycling will occur as planned on May 13th! Work continues on the new format and design of the Town website which is scheduled to go “live” by the end of May. Department Head preparations on their presentations to the CIPC continued this week and the committee met on Thursday to hear reports on all outstanding or incomplete projects from 2015. On Thursday evening the Select Board heard from two of Moultonborough’s Legislators; Representatives Crawford and Cordelli who discussed current activities in Carroll County and State government. This week the monthly Department Head meeting will be held on Tuesday at 9 a.m., and on Wednesday a meeting in preparation for the States Landing Beach Improvement Project Planning Board presentation is at 11 a.m. The Select Board will hold a regular meeting on Thursday evening beginning at 7 p.m. I will be out of the office on Thursday and Friday attending the annual government finance conference. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: The Project Manager from Vision Government Solutions and I completed the inspections of 2015-16 sales for the 2016 analysis. Carol and I inspected all the campers located in our two seasonal campgrounds. We are just about done with all changes for the spring tax bill.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Tuesday’s snow of 2” sent the crew back out in winter mode for the day. The sweeping contractor was back to re-do the Highway Garage and Wentworth Acres as the first results were not acceptable. The docks went in at the ramp for Long Island Beach. Two rotted/hazardous trees were cut and cleaned up, as well as a stump removed from the road on Old Red Hill Road. Evans and Ben Berry Roads had some low hanging branches trimmed back. More cold patching was done around Town. The Jersey barriers were set on Monday to block the site work at the intersection of Old Route 109 and Route 25. Mailboxes at the Far Echo intersection project site were moved to a new location and shut off entrance. Highway Foreman Wakefield met with a crack sealing contractor upon his request to look at the roads that would be crack sealed this year and three bids were received and submitted to the Road Agent for a decision on the upcoming crack sealing. The crew finished mounting/installing the leaf blowing system onto truck #15. Truck #2 was taken to Belknap Tire for an alignment and truck #9 was brought to Concord Kenworth for an electrical issue that was draining the battery, and the thermostat and an electrical harness were replaced. Four loads of chips were sold to the power company this week. Agent Kinmond prepared a staff report for the Town Administrator’s review

on crack sealing for 2016. Agent Kinmond discussed with Foreman Wakefield and TA Johnson to appoint an acting foreman during Foreman Wakefield's upcoming vacation. Agent Kinmond subsequently appointed EO Andrew Wolanek as Acting Foreman from May 4th to May 26th. Agent Kinmond also discussed with the intersection contractor regarding FairPoint's pole setting schedule and road/lane closure at Old Route 109 & Route 25. Agent Kinmond posted a notice via the Town's website News & Announcements. Agent Kinmond has received quotes for the up-fit of the 1-ton and is working with the State vendor for availability for the Cab & Chassis.

Facility & Grounds Division: Continued Playground work was done this week including thatching and mulching. Cemetery work has also begun with seasonal employees back in the swing of things. A towel rack at the PD ladies locker room was fixed along with lights replaced in the ladies bathroom on the EMS side. The tax office requested an old 2 drawer file cabinet be removed and the new one brought in. Facilities TL Kepple did some site work at the WMF single stream project and met with the compactor contractor on the installation and also the electrical contractor for the electrical installation. He also assisted with the drop off of Highway trucks that needed service at other locations. The Neck Fire Station was visited for spring mowing, weed whacking, heat and fuel. Through the combined efforts between the DPW, Town Hall, and Foreman Wakefield they investigated a cemetery ownership and location question posed by a resident in regards to Bean Cemetery.

WMF Division: WMF reports that they shipped out two MSW and two C&D. New tires for the forklift were installed and the paving has been completed in the area for the single stream.

Moultonborough Police Department: The Moultonborough Police Department recorded 335 log entries, which included the following calls for service, 25 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 5 complaints, 3 MV Accidents, 1 MV Complaint, 10 residential alarms, 1 commercial alarms and 1 K-9 complaint.

Training: April 25th, Off. Bagan and Off. Pare attended One Day SPOTS Certification.

Moultonborough Fire Department: Year to date there has been 250 calls for emergency service. For the period of 4/29/16 to 5/01/16 there were 17 calls for service: (9) Medical Emergencies, (1) Cooking Fire, (1) Motor Vehicle Accident, (1) Carbon Monoxide Incident, (1) Water Leak Call, (3) False Alarms, and (1) Good Intent Call. Moultonborough Fire Rescue received automatic aid assistance on two calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:37 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:43 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:00 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: 4/27: Fire Training - Firefighter Cancer Awareness, presented by Jonathan Gray, Assistant NH State Director, Firefighter Cancer Support Network; 4/28: Fire Training - My Brother's Keeper, Stress Disorders in the fire and emergency services, presented by Deborah Pendergast, director of the Fire Standards and Training & Emergency Medical Services; 4/29: Chief Bengtson attended a presentation sponsored by the LRMFA on measuring the cost for fire and emergency services presented by Chief Steven Achilles of the Portsmouth Fire Department.

1 Public service, 2 Fire permits issued, 5 Requests for information, 1 Request for fire insurance information, 1 Occupancy inspection, 1 LRMFA Committee Assignment.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Youth Softball and T/Ball began last Saturday, April 30. MRD also held the Pitch, Hit, and Run Competition that day with 20 participants. Those who qualified will go on to the state meet on May 22, in Manchester. Also on Tuesday, April 26, MRD offered the Safe Sitter Training Class. Ten Students participated, and earned their certificate for the class. Yoga is back at MRD, with Instructor Sherry Wakefield. Yoga takes place on Thursday mornings, at 8:30 a.m. This week, summer brochures will be distributed to students through MCS. Information for the Granite State Track Program will also be distributed and will begin on May 24, and run after school on Tuesday and Thursday until June 24. MRD is preparing for the trip to Boston's Little Italy/North End on Tuesday, May 10. Also next week, on Saturday, May 14, MRD will participate in the Clean Up, Green Up event at State's Landing Beach, from 9 a.m. until Noon.

Important Dates to Remember

Board of Selectmen's Meeting, May 5, 2016, 7 PM

Board of Selectmen's Meeting, May 12, 2016, 7 PM

States Landing Beach Clean-Up & Green-UP, May 14, 2016, 9 AM to Noon

Board of Selectmen's Meeting, May 19, 2016, 7 PM

Board of Selectmen's Work Session, May 26, 2016, 4 PM

Staff Meeting, Tuesday – May 3, 2016, 9 AM